

BUSINESS SYSTEMS ANALYST

DEFINITION

Under direction, is responsible for analyzing and identifying business systems needs, and developing the required information technology solutions; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Consults with users to evaluate, develop and document an understanding of business processes, needs, expectations and technology requirements; analyzes and reviews requests for software, hardware, and additional technology to implement solutions, etc;

Develops the outline of the business systems design and defines the requirements and parameters of the proposed business systems; prepares cost estimates and project timelines for implementation of business systems; makes recommendations on improvements to business processes;

Determines feasibility and requirements for computerization such as hardware configurations, peripheral equipment, maintenance support, mainframe interface, modem communications, memory storage devices; analyzes hardware and software alternatives and recommends selection to management;

Analyzes the current available third party systems to determine compatibility with and adaptability to the users' needs and the City's technical capabilities;

Collaborates with technical sections specialists in areas such as database and application programming to adapt systems to specific departmental requirements; identifies potential problems and recommends solutions;

Develops functional testing strategies, plans, etc; coordinates the testing and implementation of departmental business systems with Department of Technology staff, department personnel and/or consultants; evaluates the systems' effectiveness, efficiency, ease of use, and fulfillment of objectives; provides post-implementation support for newly implemented systems;

Documents the development, testing, implementation and evaluation of the business systems; directs the preparation of reports, training materials, and operational procedures related to the business systems;

Attends seminars and participates in training to remain current with information technology issues and practices.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree with significant coursework (16 semester hours or 24 quarter hours) in computer science, information systems, database management, systems analysis or closely related field and four (4) years of experience analyzing, evaluating and implementing technology systems for business solutions. Substitution(s): Equivalent work experience documenting knowledge of business systems analysis and implementation may be substituted for the required education on a year for year basis. Possession of master's degree in business administration, public administration, computer science or closely related field may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current business principles, policies and practices, particularly in a municipal environment; thorough knowledge of the principles and practices of information technology; considerable knowledge of the principles of e-government and e-commerce; considerable knowledge of the business applications for contemporary software, hardware and peripherals; considerable knowledge of programming parameters and systems capabilities; ability to analyze data and make recommendations; ability to comprehend business issues and develop proposals; ability to plan and integrate information delivery systems with organizational objectives; ability to troubleshoot and resolve technical issues, problems, and conflicts; ability to develop priorities and work sequences; ability to prepare contracts, reports, and documentation; ability to express complex technical concepts effectively; ability to develop good working relationships with co-workers, outside vendors, and consultants; possession of good verbal and written communication skills; possession of good presentation skills.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family:	Applied Sciences
EEO Job Category:	Professional
Class established:	12-20-04
Current spec:	11-28-05
Commission action taken:	Revise
Last reviewed:	11-28-05

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CMAGE/CWA
Salary:	Grade 59

FLSA: Exempt (overtime ineligible)